



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE
AND FORT GORDON
506 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5735

REPLY TO
ATTENTION OF

ATZH-DC

31 January 2012

MEMORANDUM FOR US Army Signal Center of Excellence Personnel

SUBJECT: Civilian Health and Wellness Standard Operating Procedure

1. References

- a. Civilian Health Promotion Program Message, 216252, March 1996.
- b. Health Promotion Department of Defense (DoD) No. 10101, 10 March 1997.
- c. Army Regulation 600-63, Army Health Promotion, 7 May 2007.

2. I fully support participation in the Civilian Health and Wellness Program by all eligible Signal Center of Excellence civilian employees.

3. The program optimizes organizational readiness and work performance. AR 600-63, Army Health Promotion, encourages civilians employed by the Army to engage in regular program of exercise and other positive health habits. Commanders and supervisors may approve and allow up to three - one hour excused absences per week for a full-time employee, up to six months duration for these activities. This is a voluntary program by the employee and should be utilized as mission and schedule allows.

4. Responsibilities and accountability.

a. The primary responsibility of accountability falls on the supervisor and the participant. Employees are encouraged to use the facilities and services available on the installation. The employee is responsible for coordinating dates, times and specific locations for their activity with his or her supervisor. Participants may not conduct these activities at home as a part of the program. We will handle violations of this program the same as a workplace infraction and may terminate the individual's participation in the program.

b. Supervisors.

- (1) Support and encourage the program.

ATZH-DC

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(2) Sign the Supervisor/Employee Contract which establishes "ground rules" for each participant as to the date/time of absence, allowing flexibility based on workday schedule.

(3) Maintain accountability of employees participating in the Civilian Fitness and Wellness program.

(4) Assist employee with completion of required forms as necessary.

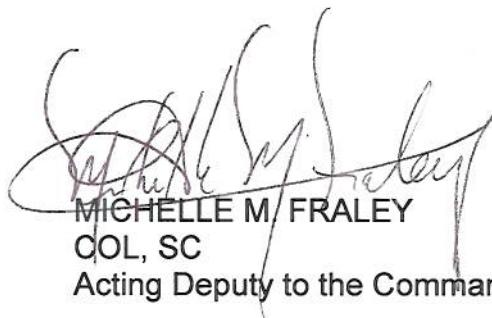
c. Participants.

(1) Make a commitment to the program. Actively seek health education by participating in classes offered and taking the Health and Wellness Program seriously.

(2) Fill out ALL forms and attend initial and post-assessments.

5. This program is often the first step in providing our civilian employees the opportunity to increase their health and quality of life. If you are just starting a health and wellness program, take it slow and don't be discouraged! Remember, it will take time for your body and mind to adjust to a life style change. My intent regarding this policy letter is to encourage all personnel to take time and keep up the good work by challenging yourself every day.

6. The proponent for this policy is the Signal Center of Excellence G-1, at (706) 791-0139/8162.



MICHELLE M. FRALEY
COL, SC
Acting Deputy to the Commanding General